

CaER Directorate
Status Report
ISO9000 Audit Preparation

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Important Dates

- MSFC Internal Audit
 - September 23-27, 2002
- NQA Audit
 - May 29-31, 2002
 - NQA Auditors: Rick Gierco, Judge Lunt
- CaER Internal/Internal Paper Audit
 - May 21, 2002, 9:00-11:30
- Next MQC Meeting
 - May 23, 2002, 2:15-4:15, 4203/1201

Center wide reports

- Center wide Customer Satisfaction Feedback report
 - 55 out of 95 are CD inputs
- Center wide Continual Improvement Success Stories
 - 9 out of 27 are CD inputs
- CaER Customers List report
 - Needs to complete the Customers' Type
- Balance Score
 - Needs to be completed

Audit Preparation Approach

- Prepare for Full Scope, NQA Audit
- Training for New Standard Requirement (May2, 4200/211 all day, 30 min per one session)
- Review Documents
 - All CD directives, OWIs, Master List
 - Record Retention Schedule
 - ISO Point of Contacts
- Self Study on the Audit Preparation Hand Book
(Section 4, Internal/Internal Audit preparation Check List)
 - 4.1 General Audit Check List
 - 4.2 Document Custodian Check List
 - 4.3 Record Custodian Check List
 - 4.4 Safety Coordinator Check List
 - 4.5 Credit Card Owner Check List

ISO 9001

1. Scope
2. Normative Reference
3. Definition
4. Quality Management System
5. Management Responsibility
6. Resource management
7. Product Realization
8. Measurement, Analyses and Improvement

Audit Preparation Check List

- ISO Training
- Backup Training
- Review and Update OWIs and Master lists
- Review and Update Record Management
- Signature sheet (OWI, Point of Contacts)
- Who are your customers, Customer Feedback, Continual Improvements, Performance Matrix
- Balance Score Charts
- CaER Internal/Internal Paper Audit